



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OPMA-06-015 (EH) (MPP)

JOB TITLE: Lead Contract Specialist, GS-1102-13/14

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 2/9/2006

CLOSING DATE: Open Until Filled
First cut-off date is 2/22/06
Cut-offs will occur every 2 weeks until vacancy is filled.
(Applications must be received by 5:00 p.m. EST on the cut-off date).

PROMOTION POTENTIAL: GS-14

STARTING SALARY: GS-13, \$77,353 pa; GS-14, \$91,407 pa

Lead Contract Specialist, GS-1102-13/14, (1 position), Court Services & Offender Supervision Agency (CSOSA), Management and Administration, Office of Procurement, Washington, DC.

DUTIES: The incumbent leads in the daily workload management of staff, including assignment of workload, monitoring status of assigned workload, and generating workload reports. Acts as the primary point-of-contact for customers regarding workload issues. Provides technical direction over procurement workload, and ensures that staff members complete workload actions timely. Prepares recurring reports on the status of all procurement staff contracting actions; performs a full range of pre- and post-award contract functions; leads in developing Agency pre-negotiation objectives. Determines the types of contracts and authority to use for the acquisition of a variety of products and services including simplified acquisitions, commercial awards, orders under GSA Schedules or other Government Wide Acquisition Contracts, and large dollar value negotiated procurements. Acts as subject matter expert for Agency customers on Construction and Information Technology technical requirements. Prepares appropriate solicitations; helps technical end users draft statements of work; conducts bid openings; leads technical evaluation teams; evaluates cost/price proposals; and signs contract awards. Obtains pre-award surveys for determining contractor responsibility, and handles procurement-related Congressional inquiries, contractor protests, mistakes in bid, and contract terminations. Monitors contractors within the Agency to

ensure that contractors meet commitments and comply with applicable rules and regulations. Implements procedures to evaluate and assess contractor performance in areas such as delivery, cost, progress and service. Prepares a variety of documents required for acquisition management including contract modifications, revised statements of work, or letters identifying deficiencies to contractors and vendors.

QUALIFICATIONS: *Basic Requirements for the GS-13:*

1. Completion of all mandatory training prescribed by the head of the Agency for progression to GS-13 or higher-level contracting positions, including at least 4 years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower grade level of the position.

AND

2. A 4 year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

For the GS-14 level, applicants must have one year of specialized experience equivalent to the GS-13 grade level.

Specialized experience is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience at the GS-13 level** is experience preparing solicitations, assisting technical end users with drafting Statements of Work, conducting bid openings, leading technical evaluation teams, evaluating cost/price proposals, and signing contract awards.

Specialized experience at the GS-14 level is experience developing agency pre-negotiation objectives, preparing and providing formal training for staff and customers on relevant procurement topics and requirements, preparing a variety of documents required for acquisition management including contract modification, revised statements of work, or letters identifying deficiencies to contractors and vendors.

Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualifications requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST, ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. APPLICATIONS THAT DO NOT INCLUDE THE KSAs ADDRESSED SEPARATELY FROM THE APPLICATION/RESUME WILL NOT RECEIVE FURTHER CONSIDERATION.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of oral techniques to communicate and interact effectively and diplomatically with staff and customers in a manner permitting timely execution of contracting workload.

2. Ability to assign and review work of subordinates, and to train and work effectively with individuals from a variety of backgrounds and with different levels and areas of training.
3. Skill serving as a contractual authority and advisor with demonstrated ability to review and analyze procurement actions/issues/problems for the purpose of determining suitability of solutions.
4. Skill in the application of Federal acquisition regulations and contracting principles, including expertise in negotiation techniques.
5. Skill in communicating in writing to prepare, develop and implement guidance and procedures.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements of the KSA's listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Applicants must submit a copy of their college transcript or list of college courses that includes hours and grades.

Veterans: Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C.

§ 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EST on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EST on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.

